

## Crossroads College Preparatory School

### Receptionist/Administrative Assistant

Crossroads College Preparatory School is an independent secondary school in the City of St. Louis currently serving students in 7<sup>th</sup>-12<sup>th</sup> grades. We have an opening for an experienced Receptionist/Administrative Assistant to perform a variety of clerical and administrative support. We are looking for someone who is organized, flexible, smart, and has the ability to multitask. This is a very visible position and requires a friendly and outgoing personality, while maintaining discretion and confidentiality. This support role will take direction from several managers as projects and tasks arise. Hours are 8:00 – 5:00, M-F.

### **Our Mission**

Crossroads College Preparatory School strives to be an exemplary and engaging learning community committed to justice and equity.

### **Duties and Responsibilities**

- Answer phones, take and relay messages, greet and direct visitors
- Manage telephone message system (office hours, inclement weather, and other recorded messages)
- Ensure the safety and security of the school by verifying entry to premises and processing of visitors
- Send student absence reports and communicate with parents to ascertain reasons for student absence
- Assist in supervising students, tardy admittance, and providing basic assistance to students who are sick or with medications authorized by parent or guardian
- Keep the front office and copier area organized and stocked
- Input, access, analyze, and retrieve data and figures using several computer software applications and databases in an accurate and timely manner
- Process donations and prepare donor acknowledgement letters in a timely and accurate manner
- Track outstanding pledges and produce pledge reminder letters to donors and reports as appropriate
- Prepare donation deposits and record cash receipts
- Initiate, coordinate logistics, and attend Development events
- Manage all volunteer opportunities in Volunteer Spot
- Order flowers and other acknowledgement items
- Coordinate with Registrar to ensure that appropriate information is shared among database systems
- Process vendor invoices for payment
- Maintain, order, and verify office and kitchen supplies
- Sort and stamp out-going correspondence, address envelopes and labels, and assist with mass mailings
- Operate a variety of office equipment and schedule equipment service and repair

- Receive, sort and distribute packages, deliveries, and mail
- Provide backup to create Diamond Mind forms and lunch program
- Other duties and special projects, as needed

### **Physical Requirements**

This position is primarily sedentary (sitting, standing, and walking are required). The position requires the ability to operate a computer, multi-line telephone, and other office equipment. Occasionally attend events offsite. Occasional lifting and carrying up to 20 pounds.

### **Qualifications**

- Have 2 – 3 years related work experience
- Possess strong communication, interpersonal, and customer service skills
- Be detail oriented, organized, and able to multitask
- Able to manage high levels of activity and frequent interruptions
- Solid phone and computer knowledge with proficiency in multiple computer applications, including Microsoft Office

Crossroads College Preparatory School offers competitive compensation and an excellent benefits package, including health (medical, dental, vision), generous vacation, and 403(b) plan.

Qualified candidates should email a cover letter and resume with salary range to [anne@crossroadscollegeprep.org](mailto:anne@crossroadscollegeprep.org). Please list “Reception/Admin Asst” in the subject line.